

# 2017-2018 AFDO FINAL COMMITTEE REPORT

## Administration Committee

**\*Chair:** Jessica Badour, Georgia Department of Agriculture, Atlanta, GA  
Joseph Corby, AFDO, Broadalbin, NY

**Co-Chair, Awards:** Joanne Brown, Monticello, FL **and** Dave Read, IFPTI, Battle Creek, MI

**Co-Chair, Media & Public Affairs:** Amy Bonsell, AFDO, York, PA

**Co-Chair, Membership:** Steve Steingart, Retired, Allegheny County Health Department, Pittsburgh, PA

**Co-Chair, Nominations:** Steve Mandernach, Iowa Dept. of Inspections and Appeals, Des Moines, IA

**Co-Chair, Resolutions:** Joe Corby, AFDO, Broadalbin, NY

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**Charge 1:** The Chairman of the Administration Committee shall solicit the assistance of all Administration Committee members and the Presidents of AFDO Regional Affiliates in obtaining nominees for honorary membership pursuant to Policy No. 2, Honorary Membership of the AFDO Policies & Procedures Manual. The Administration Committee shall be responsible for submitting the names of nominees for honorary membership, with supporting information/ documentation of respective accomplishments, to the AFDO Executive Committee by Feb. 25<sup>th</sup> each year. **Nominations without supporting documentation will not be forwarded to the Board of Directors for consideration.**

**Discussion:** The Committee has solicited for Honorary Membership nominations and, as of this writing, received the names of the following individuals: Susan Parachini, Pat Kennelly, Stan Stromberg, and David Read. Nominations with supporting documentation are provided to the AFDO Board of Directors who vote and approve the nominations.

**Recommendations:** The AFDO Office should advise the individuals of their selection as AFDO Honorary Members.

**Executive Committee Action:**

Approval  Disapproval  Date 6/6/18

**Charge 2:** Begin the process of soliciting scholarship applications nationwide no later than Sept. 1, 2017, to assure communication of this funding opportunity to the largest possible number of qualified candidates. A letter should be sent to all Regional Affiliates, along with AFDO's scholarship information, requesting that they provide this information to colleges and universities within their region and publish it in their affiliate newsletter(s). In addition, the Administration Committee should identify methods for expanding scholarship promotion through websites, universities & colleges, and any other entities. Review applications and forward recommendations to the Board for final approval by the due date, as established in the AFDO Policy Manual.

**Discussion:** This year's solicitations were highly successful. The AFDO office received 6 applications for undergraduate scholarships. All three scholarship opportunities were posted online at [www.scholarship.com](http://www.scholarship.com). In addition, Dr. Joanne Brown and Randy Young developed a flyer advertisement and distributed it to public health program directors at universities through the country.

**Recommendations:** Next year, create another flyer and utilize [www.scholarship.com](http://www.scholarship.com) as well as social media outlets (via AFDO and the affiliates), as well as any other Regional Affiliate outreach that could assist in helping to reach a broad community.

**Executive Committee Action:**

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# 2017-2018 AFDO FINAL COMMITTEE REPORT

**Charge 3:** Actively solicit applications for the AFDO Achievement Award from affiliates and members. Review nominations and forward recommendations to the Board for final approval by the due date, as established in the AFDO Policy Manual. In addition, the Administration Committee should identify methods for expanding scholarship promotion through websites, universities & colleges, and any other entities.

**Discussion:** The Committee actively solicited applications for the 2018 AFDO Achievement Award. The winner will be announced at the Wylie Banquet during the Annual Conference in Burlington, VT.

**Recommendations:** Increase communication with the Regional Affiliates to promote this award. Add this award to the board meeting agendas and remind Regional Affiliates to publicize it to their members.

**Executive Committee Action:**

Approval  Disapproval  Date 6/6/18

**Charge 4:** Work with the AFDO staff and Executive Director to develop press releases for Board approval for any noteworthy AFDO efforts or speeches, including the annual conference and/or workshops. Press releases, depending on content, may be multi-purposed (i.e., attendance building, promoting AFDO, informing others or generating interest on related activities).

**Discussion:** Press releases for award recipients should be completed on-site at the annual conference. Other press releases, as needed should be completed at the conference as well including any important information discussed during the numerous presentations conducted. A public relations and marketing firm was contracted to help spread the information more broadly. This information was also distributed on Twitter, Facebook, and LinkedIn. Additionally, the press releases were sent to our media listing.

**Recommendations:** Press releases for award recipients will be completed and released during the annual AFDO conference.

**Executive Committee Action:**

Approval  Disapproval  Date 6/6/18

**Charge 5:** Develop a contact list to which press releases should be sent. Include national associations, publications and media contacts. For publications, identify publisher, publishing dates and deadlines. Review and update annually.

**Discussion:** This list is maintained online using AFDO's Constant Contact account. New contacts are added per the recommendations of members. If an email bounces back, a new contact person is identified from that media outlet.

**Recommendations:** The AFDO Staff should maintain the press listing and update as needed. Request annual review and input from Regional Affiliates for possible publications they are aware of in their region that should be added to this contact database.

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# 2017-2018 AFDO FINAL COMMITTEE REPORT

**Charge 6:** Continue to refine and facilitate mentoring concepts for First-Time Attendees and new members to participate as productive members within AFDO.

**Discussion:** First-Time Attendees will be identified by a nametag ribbon found in their registration packets. Past AFDO Presidents, AFDO Board Members, and other active AFDO members will serve as Mentors for First-Time Attendees, and attempt to meet with them face to face during the meeting to discuss AFDO and the conference agenda. A PowToon explaining AFDO and the annual conference will be sent to all First-Time Attendees prior to the meeting, to explain more about the AFDO Committee meetings, conference activities, and a bit about this mentoring process. The Mentors will be encouraged to interact with the First-Time Attendees during regular meeting hours, during receptions, and at other conference activities. The Alumni Committee will work with the Professional Development Committee in welcoming First Time Attendees at a reception prior to the opening of the meeting.

**Recommendations:** Continue including a First-Time Attendee ribbon in the first time attendee packet. Encourage AFDO members to get acquainted with first time attendees. Consider publishing list of all first-time attendees in an AFDO e-news update either just prior to, or directly after, the AEC. In the AFDO Welcome Packet designate First-Time Attendees within the member list.

**Executive Committee Action:**

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**Charge 7:** Actively solicit qualified candidates as nominees for the office of Vice President, or any other office for which a special election is required. Contact the Regional Affiliate Board of Directors for input. Develop a slate of candidates for this position. Work with the Executive Director to develop and distribute a ballot to the AFDO membership in accordance with the by-laws and established policies and procedures. Include biographical information for each candidate with the ballot.

**Discussion:** Qualified candidates for Vice President were secured and provided to the AFDO Board.

**Recommendations:** Brenda Morris from the Florida Department of Agriculture & Consumer Services has agreed to run for the office of Vice President. This Charge is completed and should be carried over.

**Executive Committee Action:**

Approval  Disapproval  Date 6/6/18

**Charge 8:** Encourage and solicit resolutions on timely topics from the Regional Affiliates, Committee Chairs, and Board Members. Edit and finalize resolutions through consultation with the presenter. Submit resolutions to the Board in accordance with AFDO Policies and Procedures.

**Discussion:** The Committee has solicited Committee Chairs and others for Resolutions. As of the writing of this report, no Resolutions have been submitted or written.

**Recommendations:** The AFDO Board should consider any Resolutions submitted and provide them at the June Board meeting, which supersedes the AFDO Conference. Resolutions that are approved during that time should be posted for member review at the Annual Education Conference and voted upon at the Business Meeting.

**Executive Committee Action:**

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# 2017-2018 AFDO FINAL COMMITTEE REPORT

**Charge 9:** Review how other similar organizations are using social media and develop a strategy and effective implementation plan.

**Discussion:** AFDO Administration Committee Chair discussed this Charge with AFDO Office personnel and have taken the following steps and created the following action items: 1. Using the 122nd AFDO AEC to boost AFDO's Facebook followers by doing a promotion leading up to, and during, Burlington (i.e., Facebook "event" with paid boost, creating event hashtag and advertising during the AEC), 2. Developing PowToon animations/videos for promotions and engagement, 3. Encouraging social media cross promotion via affiliates, and 4. Setting up a schedule of promotional posts for deadlines/dates for scholarships and awards for AFDO and affiliates with consideration of paid boosts to reach a wider audience.

**Recommendations:** Continue this Charge.

**Executive Committee Action:**

Approval  Disapproval  Date 6/6/18

**Charge 10:** Review how we welcome and acknowledge new members to the organization and recommend changes as appropriate.

**Discussion:** The Alumni Committee and Professional Development Committee will facilitate a "meet and greet" reception for all 1<sup>st</sup> Time Attendees on Sunday afternoon prior to the opening of the AEC.

**Recommendations:** Continue this Charge.

**Executive Committee Action:**

Approval  Disapproval  Date 6/6/18

**Charge 11:** Work with the Food Committee in developing a long-term plan for Alliance course reviews.

**Discussion:** AFDO continues to review training course applications for the Seafood HACCP Alliance, Food Safety Preventive Controls Alliance, Sprout Alliance, and Produce Safety Alliance. There are clear differences on how the reviews are conducted between the various Alliances.

**Recommendations:** Continue this Charge.

**Executive Committee Action:**

Approval  Disapproval  Date 6/6/18

**Charge 12:** Update the AFDO Model Food Salvage Code.

**Discussion:** AFDO Executive Director met with Mitzi Baum from Feeding America to discuss the updating of the AFDO Salvage Code. As there has been a reduction in the number of salvage dealers in this country, the idea of modifying the AFDO Salvage Code by adding a section for Food Bank reconditioning activities was discussed. The Committee has completed the document "AFDO Food Sorting and AFDO Salvage Food Model Code". Following editing it will be published. In addition, an effort to develop can and packaging defect posters has begun. Once developed, these posters would be provided to food banks, regulatory agencies, and food labs for their use.

# 2017-2018 AFDO FINAL COMMITTEE REPORT

**Recommendations:** Continue this Charge if posters can be developed.

**Executive Committee Action:**

Approval



Disapproval



Date

6/6/18